

The form is filled in, digitally signed by the project owner via EduSign (<https://edusign.sunet.se/sign>) and uploaded in the Primula case.

Name:	
Date from – Date to:	
Purpose/Aim:	
Place/Destination:	
Project number:	
Project owner/Approving manager:	
Reason for interruption in travel:	
Other information:	

Interruption in travel

If you plan to have time off during the business trip, you must specify the interruption for these days.

A maximum of 3 working days is accepted and can be vacation or other leave.

Please note that vacation/other leave must be requested and approved in Primula as usual, **before** booking the trip.

Describe the reason for the interruption of travel in the above box of the approval form.

- Interruption in travel always refers to a full day. The time to be entered 06:00 to 23:59.
- Interruptions should not be made on days of departure and return.
- Expenses during interruption days are not reimbursed.
- If the travel route or final destination is changed for private reasons, the departure/return from another location is considered as private trip and is not booked via SU.

Fysikum